

SENIOR CENTER OF YORK  
INTERMEDIATE COMPUTER CLASS – WORD 2000

Lesson 1: Basic Skills

- Identifying and manipulating parts of a Word Window
  - Menu bar
  - Standard toolbar
  - Formatting toolbar

Lesson 2: Creating a Document

- Keying text
- Selecting and editing text
- Formatting characters
- Formatting paragraphs
- Tools (Auto-correct, Spell-check etc.)
- Moving and copying text
- Find and Replace
- Insert special characters

Lesson 3: Printing

- Print dialogue box functions
- Page numbers, headers and footers, date and time
- Envelopes and labels

Lesson 4: Graphics

- Clip Art Gallery
- Word Art
- Inserting, resizing, formatting graphics
- Drawing toolbar